

ROBERT SMITH

General Office Clerk

Phone: (0123)-456-789 | Email: info@website.com | Website: Website.com

SUMMARY

Self-motivated AP processor offering a strong work ethic and determination to complete tasks in a timely manner. Accurate and detail-oriented with extensive bookkeeping and clerical knowledge. Reliable, dependable and flexible team player; equally effective working independently. Twenty years data entry experience, cross trained in other departments.

CORE COMPETENCIES

Microsoft Office Suite, Word Processing, Typing 45.

PROFESSIONAL EXPERIENCE

General Office Clerk

ABC Corporation - May 2006 – January 2007

Key Deliverables:

- Verified details of transactions, including funds received and total account balances.
- Mailing out invoices, organizing files, and other office duties.
- Coded the general ledger and processed vendor invoice payments in Baan software to proper departments.
- Revamped accounting quality system to prepare for important audits.
- Entering Visa and American Express payments for processing through POS Partner system.
- Entering information in Accounting Software, Fixed Asset System.
- Preparing check deposits for Accounts Receivable; Attaching bank check receipts with company invoicing..

General Office Clerk

ABC Corporation - 2005 – 2006

Key Deliverables:

- Apr 2010 - Feb 2012 Schofield Barracks / Ft.
- Shafter, HI Jul 2009 - Mar 2010 Yongsan - Seoul, South Korea Served as a Verifying official in the identification (ID) cards section for the Department of Defense (DoD).
- Responsible for issuing military identification cards and identification tags based on verification of customer eligibility.
- Accounted for, controlled, verified, and issued military identification cards for service members, military retirees, family members, and other eligible recipients.
- Researched and reviewed source documents, verifying eligibility, and discussing entitlements in accordance with military regulations.
- Ensured all computers are operated, maintained and protected according to security procedures and act as a primary point of contact for security matters.
- Answered telephone, made appointments for customers, greeted customers, general customer service, daily office administration.

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EDUCATION

- Computer Information Systems - 1994(Reading Area Community College for Computer Information Systems - Reading, PA)